

**Community Preservation Act Committee (CPAC)**  
**Meeting Minutes**  
**Thursday, January 19, 2012**

The meeting was called to order at 7:04 pm by Mary Streeter, Vice Chair, in the Town Room at Town Hall.

**COMMITTEE MEMBERS IN ATTENDANCE:**

Sandra Anderson, Marilyn Blaustein, Paris Boice, Ellen Kosmer, Mary Streeter, Stan Ziomek, Michael Jacques (arrived at 7:10)

**COMMITTEE MEMBERS ABSENT:**

Lynda Faye, Peter Jessop

**STAFF IN ATTENDANCE:**

Sonia Aldrich

**OTHERS IN ATTENDANCE:**

- David Ziomek and Linda Chalfant to discuss Plum Brook/Hawthorne
- MJ Adams from Habitat for Humanity
- Rudy Perkins from HAP, Aelan Tierney from Kuhn Riddle and Joanne Campbell from Valley CDC

**AGENDA:**

- Proposal Presentation
  - 7:00 pm Update on Plum Brook and Hawthorne
  - 7:15 Habitat for Humanity, Belchertown Rd.
  - 7:30 HAP Olympia Drive
- Review Financials
- Set agenda for next meeting
- Approve any minutes
- Topics the Chair did not reasonably anticipate 48 hours before the meeting.

**DISCUSSION:**

Committee introductions to members of the public

## **7:00 pm Update on Plum Brook and Hawthorne**

### **Plum Brook- Linda Chalfant:**

- Use of fields at Plum Brook Recreation area has been positive and successful.
- Ultimate and soccer programs run from early spring to late fall, with good participation.
- There are both formal and informal programs and use by members of the community.
- During an average week the fields are used every day, but at certain times of the day it is unused.
- Stan Ziomek cautioned that overuse could be a problem, so we should allow for times of rest and be aware of our use.
- Fields are moved from season to season, and sometimes field sizes are altered.
- Parking area has taken care of issues with on street parking.

### **Hawthorne- David Ziomek:**

- Historical Commission issued a demolition delay.
- Town has no interest or intention of action even though demolition delay has now lapsed, and they are committed to the feasibility study.
- Fields were mown and there were areas around the house that were cleaned up.
- DPW will also be doing some cleanup there in the future.
- During 2011, LSSE Commission and Fair Housing Committee discussed project regularly and community/staff input was gathered.
- This information will be presented in a report at LSSE Commission meeting at 7 pm on 1/23/2012.
- The report will then be presented to the Town Manager within a couple of weeks.
- Feasibility study of the house and larger barn is underway.
- The Historical Commission will review Draft of Scope of Services looking at the house and larger barn, excluding the smaller barn.
- Scenarios being considered:
  - Can it be rehabbed economically into one or two affordable housing units?
  - Or is that not financially feasible and should it be torn down with something being built there that fits in with the character of East Pleasant St.

### **Question from CPAC:**

- Wasn't the feasibility study half and half the Historical Commission and the Affordable Housing Committee? How is the Housing Committee involved?
  - Former Housing Committee Members will have input.

- At the same time, the Town Manager is working on appointments to a new housing committee.
- Budget for consultant is \$20,000. Consultant has not yet been hired.

#### **Habitat for Humanity- MJ Adams:**

- Requesting additional \$20,000 for project on Belchertown Rd. (On Pelham, Amherst, Belchertown line)
- Site was used as a staging area for development, and some of the disturbance altered the site. Currently some of the building lot is designated as wetland.
- Answers to questions from CPAC submitted in presentation.
- Plan to start building with volunteers in the fall of 2012.
- Sandy questioned the “provisional” wording in the Proposal and questioned if Habitat actually knew the amount necessary for work on the project - MJ confirmed that the costs were just estimates, and based on potential work that needs to be done, but that they have been working with a wetlands specialist who has been in discussions with the Conservation Commission. Habitat will have a better idea of the work necessary once they receive more information from the Conservation Commission.
- Deed restriction will be in perpetuity.
- MJ told the Committee about a book called, “The Power of Pro-Bono”- Stanley St. Habitat for Humanity houses are featured in this book with designs by architects from Kuhn Riddle.

#### **HAP- Rudy Perkins:**

- Overview of Olympia Oaks Project.
- All units will be affordable housing.
- Intend for units to serve non-professional UMASS staff, route nine retail corridor workers and others.
- Smart growth development features.
- Connected to bus system, sidewalks and bike lanes.
- Highly insulated wall, high efficiency/energy star rated windows, energy star appliances and other features.
- Six of the thirteen acres would be kept as open space.
- Funded by low income housing tax credits, both federal tax credits and state low income housing tax credits, and various state subsidies.
- Through the Department of Housing and Community Development, they can only apply two times a year for this kind of funding, one is coming up in February. Worried about the current funding environment.
- Alternative option for CPA funding: Instead of using the \$250,000 towards general funding, use the \$250,000 towards photovoltaics. Kuhn Riddle did an assessment regarding photovoltaics for HAP. Photovoltaic investment

may help future application for funding and would also help defray energy costs for residents.

- **Can CPAC structure funding so the funding could be used for general funds or for photovoltaic's depending upon other funds that may be received?**
- HAP won't be able to list CPA funds on their Tax Credit Application, which is due February 10, 2012, but could be on the next round which starts in Sept./Oct. So, receiving CPA fund this round is imperative to project.
- If CPAC opts to give for general funding, a much larger amount would be necessary. General funding would have to be close to or at \$250,000, because this reduces the state tax credit request per unit from 15,000 to about 13,000.
- If CPAC opts to give for photovoltaics, these could be purchased in smaller units and it would make more sense to fund this way if CPAC had a smaller amount to give.
- Mary Streeter referenced email from Town Finance Director about photovoltaic funding. HAP should look into this option to see if email referenced just public housing or included private subsidized housing.

#### **Questions from CPAC to HAP:**

- Q: Do you have a preference of photovoltaics or general funding?
- A: If HAP receives other source of funding in February (HAP will not know about this funding until approximately May, which unfortunately is after spring Town Meeting), then the funds should be focused on photovoltaics.
- A: If HAP does not receive other funding in February, funds should be focused on general construction.
- A: If only a small amount of money is awarded by CPAC, it should go towards photovoltaics.
- Q: Would the project not happen if no funds were awarded by CPAC, and therefore would some of the funding go towards a project that never happened?
- A: Not necessarily, because the project could receive other funding, especially if there were funding from the CPAC for solar. The money awarded by the CPAC would essentially be used for construction, so in the worst case scenario if the project did not go forward the money would be returned to the CPAC.
- Q: When will you know if you will receive other funding for this project?
- A: Sometime in May, which is after spring Town Meeting.
- Q: Can the complex be partially built?
- A: To downsize the project, it would not be possible without going back to the beginning of the process. With the solar component, that part could be partially built depending on funds.
- Q: What will be the cost per unit?
- A: A little under \$300,000 per unit. It is expensive because of the energy efficiency features and because the buildings are more spread out.

#### **Question for Committee to Consider:**

- Is it possible to put contingencies on projects when they are recommended to town meeting?

#### **Committee Comments:**

- Put HAP on the agenda for the next meeting?

- If Peter has any questions, and/or wants to weigh in on the issue.
- **Instead of putting HAP on the agenda and making them come back out, the committee will contact Peter by email to see if he has any further questions for HAP.**
- **Sonia will consult with Town Counsel regarding the issue of constructing an article that allows for flexibility of funding.**
- HAP can be at the next meeting if necessary, they will also come to the public hearing to answer any questions from the public and bring supporters of their project to speak.
- We could carry a balance over or earmark future funds for Olympia Oaks.

#### **Review Financials:**

- See attached Financial Status for CPAC Funds below.
- Sonia explained the changes on the document.
  - Assessed local tax-now accurate
  - State match- now actual
  - Returned appropriations

#### **Set agenda for next meeting:**

- Historical projects- minimum of 15 minutes per project.
- Update on previous historical projects
- Update on previous projects from Library- ask them to write up a report instead of coming to present at a future meeting.
- David Ziomek presenting for Open Space at 8 pm, due to Finance Committee meeting the same night.

#### **Minutes:**

Corrections from January 5<sup>th</sup> minutes:

- “Budget of Reserve” changed to “Budgeted Reserve” on page 5

#### **MOTION:**

A motion was made by Ellen Kosmer, Seconded by Sandy Anderson, to accept minutes from January 5<sup>th</sup>, 2012.

**VOTED: 6-0-1**      6 in favor, 0 opposed, 1 abstention (Stan Ziomek)      2 absent (Lynda Faye, Peter Jessop)

**Adjournment:**

**MOTION:** A motion was made by Stan Ziomek, Seconded by Mike Jacques to adjourn at 8:25 pm.

**VOTED:** Unanimously

**NEXT MEETINGS:**

Sandy Anderson will not be able to attend the February 2<sup>nd</sup> meeting.

Future meetings: All future meetings will be in the Town Room at Town Hall from 7 pm to 9 pm unless otherwise indicated below.

February 2 <sup>nd</sup> , 2012	Open Space and Historical Presentations
February 16 <sup>th</sup> , 2012	Public Hearing at 7pm, with regular CPAC meeting to follow immediately after
March 15 <sup>th</sup> , 2012	Vote on Projects
April 19 <sup>th</sup> , 2012	Decide whose addressing issues/presenting at Town Meeting

**DOCUMENTS DISTRIBUTED**

- Agenda- January 19<sup>th</sup>, 2012
- Activities at Plum Brook Recreation Area
- Habitat for Humanity- Presentation to Amherst Community Preservation Committee
- Habitat for Humanity- Wetlands Replication Estimate
- Habitat for Humanity- Spreadsheet
- HAP Housing- Response to CPAC questions regarding application for additional CPA funding for Olympia Oaks
- Financial Status for CPAC Funds
- CPAC Draft Meeting Minutes from Thursday, January 5, 2012

Submitted by Paris Boice

Approved February 2, 2012

# Financial Status for CPAC Funds

		1/19/2012	
<b>FY2011</b>			
June 30 2011	<b>FY11 Year End Balance</b>	\$ 520,986.08	
		<hr/>	
		\$ 520,986.08	
<b>FY2012</b>			
July 1 2011	Assessed Local Tax (reduced by 10% based on assessor's rec.	\$ 392,284.00	actul less 10% contingency
	State Match (FY11)	\$ 106,414.00	actual
	Available for FY12 Appropriations	<hr/>	
		\$ 1,019,684.08	
voted	FY12 Appropriations voted at ATM	\$ (755,951.00)	Voted
	Budgeted Reserve voted at ATM	\$ (200,000.00)	
	Returned Appropriations (in FY12)	\$ 552.56	
		<hr/>	
	Add back budgeted reserve if not used in FY12	\$ 200,000.00	
June 30 2012	Estimated FY12 Year End Balance	<hr/>	
		\$ 264,285.64	
<b>FY2013</b>			
July 1 2012	July 1, Fund Balance (unreserved) Estimated	\$ 264,285.64	
	estimate surcharge	\$ 376,000.00	
25%	estimated state match	\$ 98,071.00	25%
		<hr/>	
		\$ 738,356.64	
Debt Service	Plum Brook (year 8 of 10)	\$ (34,215.00)	
Debt Service	Town Hall (year 3 of 10)	\$ (27,619.00)	
Debt Service	Amherst Housing Authority 22 unit rehabilitation project (year 1 Of 10)		\$ (47,250.00)
Debt Service	Hawthorne Propert (year 2 of 10)	\$ (62,000.00)	
			\$ (123,834.00)
		<hr/>	
	available for new apprn	\$ 614,522.64	



**Financial Status for CPAC Funds**  
with budgeted reserve kept for emergencies

1/19/2012

<b>FY2011</b>			
<b>June 30 2011</b>	<b>FY11 Year End Balance</b>	<b>\$ 520,986.08</b>	
		<hr/>	
		<b>\$ 520,986.08</b>	
<b>FY2012</b>			
<b>July 1 2011</b>	<b>Assessed Local Tax (reduced by 10% based on assessor's rec.</b>	<b>\$ 392,284.00</b>	<b>actul less 10% contingency</b>
	<b>State Match (FY11)</b>	<b>\$ 106,414.00</b>	<b>actual</b>
	<b>Available for FY12 Appropriations</b>	<b>\$ 1,019,684.08</b>	
<b>voted</b>	<b>FY12 Appropriations voted at ATM</b>	<b>\$ (755,951.00)</b>	<b>Voted</b>
	<b>Budgeted Reserve voted at ATM</b>	<b>\$ (200,000.00)</b>	
	<b>Returned Appropriations (in FY12)</b>	<b>\$ 552.56</b>	
		<hr/>	
<b>June 30 2012</b>	<b>Estimated FY12 Year End Balance</b>	<b>\$ 64,285.64</b>	
<b>FY2013</b>			
<b>July 1 2012</b>	<b>July 1, Fund Balance (unreserved) Estimated</b>	<b>\$ 64,285.64</b>	
	<b>estimate surcharge</b>	<b>\$ 376,000.00</b>	
<b>25%</b>	<b>estimated state match</b>	<b>\$ 98,071.00</b>	<b>25%</b>
		<hr/>	
		<b>\$ 538,356.64</b>	
<b>Debt Service</b>	<b>Plum Brook (year 8 of 10)</b>	<b>\$ (34,215.00)</b>	
<b>Debt Service</b>	<b>Town Hall (year 3 of 10)</b>	<b>\$ (27,619.00)</b>	
<b>Debt Service</b>	<b>Amherst Housing Authority 22 unit rehabilitation project (year 1 Of 10)</b>		<b>\$ (47,250.00)</b>
<b>Debt Service</b>	<b>Hawthorne Propert (year 2 of 10)</b>	<b>\$ (62,000.00)</b>	
			<b>\$ (123,834.00)</b>
	<b>available for new apprn</b>	<b>\$ 414,522.64</b>	
	<b>Estimated Available Funds for CPA FY13</b>	<b>\$ 414,522.64</b>	